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ABSTRACT

This booklet is a catalog of the courses offered at the Port Charlotte Cultural Center, Florida. The objectives of each course, the methods of presentation, and the books and audiovisual aids used to present them are shown. Course groupings include Adult General, Agriculture, Business and Distributive, Home Economics, Industrial, and Technical and Health. (CK)

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EDUCATION & WELFARE
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ED052452

COURSE of STUDIES FOR ADULT EDUCATION CLASSES TAUGHT AT

PORT CHARLOTTE CULTURAL CENTER

801 N.W. AARON ST. PORT CHARLOTTE U.
FLORIDA 33950

DR HAROLD STORM PRESIDENT

JUNE 1971

The Information in this CATALOG is the result of work done by a group of the Faculty and Staff of The Port Charlotte Cultural Center.

AC018492

PORT CHARLOTTE CULTURAL CENTER

PORT CHARLOTTE, FLORIDA

1971 - 1972

A catalogue of the courses offered at the Cultural Center showing objectives of each course, the methods of presentation, and books and audio-visual aids used to present them.

PORT CHARLOTTE CULTURAL CENTER SUMMER WORKSHOP

From June 21 to July 2, 1971, a number of the members of the faculty of Port Charlotte Cultural Center met for the purpose of developing and organizing the curriculum of the Center so that a more explanatory educational program could be presented to the State Department of Adult Education and to the entire faculty.

The group also met to develop and prepare more useful records, cards, program sheets, etc., for its use and for a better liaison with the Board of Education of Charlotte County.

The members participating in the workshop program were:

Jack Brawley
Ora Davis
Helen Dobbs
Marion Gould
Dale Harter
Orville Holtz
Harold Latimer
Nona Leonard
Esther Loud
George Lyons
Ray Miller
George Ronka
Harold Saliers
Douglas Stone
Harold Storm
Lucille Taylor

Henry F. Alderfer
Workshop Director

Robb Moss
Community Coordinator of Adult Education

Colon Blue
Area Supervisor of Adult Education
State Department of Education

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ADULT GENERAL

ACTOR'S WORK SHOP — SPEECH 0173

Main Objective To teach students the art of acting in the total environment of the theater.

Specific Objectives To give the students the opportunity to participate in the activities of the theater; i.e., scenery preparation, costuming, properties, lighting and makeup in order to develop a feeling for the theater. Also to develop the individual's acting capabilities; to encourage student initiative and improvising capability and to enable the student to appear in public performances with self confidence.

Methods Demonstrations; play-reading; discussions; improvised situations; character creating, and performing scenes from plays.

Text Book None

Bibliography Play Direction by John E. Dietrich; Stage Craft by Herbert Phillippi; Drama II by Crosley E. Redman and An Actor Prepares.

Audio-Visual Aids Film: What's In a Play #2375 CIC 17 min.; tape recordings and records.

Length of Course 20 hours

High School Credit offered

AMERICAN GOVERNMENT — HISTORY 0446

Main Objective To acquaint citizens with the method and responsibility of national and local government.

Specific Objectives To become familiar with the Declaration of Independence, Federal Constitution and Bill of Rights; also to study the Florida Constitution and the functions of all departments of county and local government.

Methods Lectures by resourse persons, discussions by teachers and students and field trips to representative areas.

Text Book None

Bibliography None

Audio-Visual Aids Film:

Citizenship - Changing the Law	CIC	3166	C	23 min.
Flag, The Story of	CIC	2005	C	14 min.
Civil Rights in Action - Speech	CIC	2414	C	21 min.
Civil Rights in Action - Trial	CIC	3165	C	22 min.
Civil Rights in Action - Equal Opportunity	CIC	3168	C	22 min.
Constitution	CIC	3010	C	22 min.
Democracy - Supreme Court	CIC	2048	B&W	18 min.
Government Political Parties	CIC	2044	B&W	18 min.
Government-Our State Government	CIC	2421	C	12 min.

Length of Course 20 hours

High School Credit offered

ANTHROPOLOGY — SOCIOLOGY 0425

Main Objective To learn about MAN through the knowledge of his cultural, social, environmental and religious development.

Specific Objectives To provide the opportunity to learn about the ways of life of people; to gain insights of practical value for every-day life; to become aware of the world around us and to develop a sympathic understanding of the religions of the world.

Methods Lectures, class discussions, audio-visual.

Text Book None

Bibliography Mirror for Man by Kluckman; The Chrysanthemum and the Sword by Benedict; Coming of Age in Samoa by Mead; The Nature of Human Nature by Faris; Sociology of Religion by Vernon; Symbolic Interaction by Blumer; This Believing World by Browne; Great Religions of the World from Time-Life Books; Believing World and Time from Life Books.

Audio-Visual Aids Ways of Mankind - Recorded Dramas; Slides on Excavations in Palestine; Slides of pictures in Browne's This.

Films:			
	3.002	Art in the Western World	J-S-A
	2.102	Continent of Africa	I-A
	3.095	European Culture	I-A
	2.339	India	I-J
	2.068	Indians of Early America	I-S-A
	2.041	Major Religions of the World	J-S-A
	4.012	Many Faces of Spain	J-A
	2.060	Prehistoric Men in Northern Europe	I-A
	2.217	The Uprooted Nation	S-A

Length of Course 20 hours

High School Credit offered

ARCHAEOLOGY SOCIOLOGY 0425

Main Objective To give the student a better understanding of the present by studying the excavations and findings of ancient civilizations.

Specific Objectives To create the interest of the student in many areas of exploration of ancient historical sites with emphasis put on the effect of environment; to understand the effects of various cultures on the history of man; to appreciate the culture of ancient civilizations, such as Egyptian, Greek, Mayan, Inca, Aztec, etc.; to attain a better understanding of the problems of man over the ages; to recognize the intrinsic value of treasures discovered in sites that have been excavated, and to illustrate the methods by which the ages of various civilizations are determined.

Methods By lecture and discussion; using movies, film strips and slides; using the blackboard, maps and mimeographed material, and using outside speakers when appropriate.

Text Book None

Bibliography In Port Charlotte Library: Hands on the Past by C. W. Ceram; Stonehenge Decoded by Gerald Hawkins; Archaeological Discoveries in the Holy Land; Archaeology - History by D. Glyn; Ancient Ruins and Archaeology by L. Spague; and Man Discovers his Past.

Audio-Visual Aids

Films:	The Ancient Egyptian - 3.041 C 27 min. The Ancient Peruvian - 3.084 C 27 min. Egypt, Cradle of Civilization - 2.142 C 12 min. The Mystery of Stonehenge, Part I & II, - 3.060, 3.061 C 27 min. and C 28 min.
Slides:	Personal library of slides, mimeographer material - distributed to class, and maps of various locations.

Length of Course 20 hours

High School Credit offered

ART METAL WORK ART 2673

Main Objective To provide the student with an opportunity to learn to design and produce objects of art, using metal as a basic material.

Specific Objectives To develop basic skills in the use of hand tools, familiarity with various metals, creativeness and pride in accomplishment, and safe working practices.

Methods Lectures are given which cover the use of tools and metals; methods of design are demonstrated and close supervision and personal attention are given to all students.

Text Book None

Bibliography In Port Charlotte Library: Modern Projects in Wood, Metal and Plastics by Patrick Spielman, and Art Metalwork With Inexpensive Equipment by Arthur F. Payne.

Audio-Visual Aids Personal examples of the craft.

Length of Course 20 hours

ASTRONOMY

ASTRONOMY 0342

Main Objective To learn of the majesty and beauty of the universe we live in.

Specific Objectives To provide the opportunity to learn the basic knowledge of our earth, moon, planets and other heavenly bodies comprising our solar system; to recognize prominent constellations and brightest stars; to learn about the stars including our sun; to understand our home galaxy, the Milky Way, and the galaxies beyond the Milky Way, the construction and optical principles of telescopes as well as other astronomical instruments and also to observe at the telescope, weather permitting.

Methods Lecture, 16mm film on pertinent subjects, diagrams on screen or blackboard, field work - observing by naked eye - by binoculars and at telescope.

Text Book Astronomy Made Simple by Meir H. Degani from Edmund Scientific Co., Edscorp Bldg., Barrington, New Jersey 08007. Price $1.95 per copy (paperback). Also Starfinder (Planisphere) at 50¢ from above company.

Bibliography Available at Port Charlotte Library:

Design of the Universe - Fritz Kahn
Our Sun - Donald H. Menzel
Naked Eye Astronomy - Patrick Moore
Music of the Spheres - Guy Murchie
Field Book of the Skies - Olcott & Mayall
Hand Book of the Heavens - Bernard Bennett Rice
Field Book of the Stars & Planets - Donald H. Menzel
Introduction to Astronomy - Payne Gaposckin
Suns, Myths & Men - Patrick Moore
Radio Astronomy - R. C. Jennison
Earth, Moon & Men - Fred Whipple
The Changing Universe - John Pfeiffer
Watchers of the Skies - Willy Ley
A Star Called the Sun - George Gamow
Life Beyond the Earth - Moffat Shneour Lederberg
Planets - Sagen
Meteorites - Brian Mason
Getting Acquainted With Comets - Robert S. Richardson
Pictoreal Guide to the Moon - Dinsmor
Man & the Sun - Jaquette Hawkes
The Stars Tonight - John & Kathleen Polgren
Ebb & Flow - Albert Defant
Universe Earth & Atom - Alan E. Mourse

Audio-Visual Aids

16mm Film Titles	Number	Minutes Time	Age Group	Color
Metric System, The	2300	13	J-S	C
Mighty Atom, The	3132	25	J-A	C
Molecular Theory of Matter	1015	11	S-A	C

16mm Film Titles	Number	Minutes Time	Age Group	Color
Adventures in Science-The Size of Things	1170	11	J-S	C
Asteroids Comets and Meteorites	1365	11	1-A	C
Atomic Energy Inside the Atom	2007	13	1-J	B
Balance of Life in the Space Age	2392	14	1-A	X(CorB)
Birth of a Florida Key	2148	14	P-1-A	X(CorB)
The Computer Revolution	3167	24	1-A	C
Conic Sections	1285	11	S-A	C
Demonstrations with Light	1174	11	1-S-A	C
Earth in Change - The Earth's Crust	2029	16	1-S	C
The Earth in Motion	1008	11	S-A	B
Earth Satellites - Explorers of Outer Space	2031	17	1-S	C
Egypt Cradle of Civilization	2142	12	1-S	C
Energy & Its Transformations	1009	11	J-S-A	B
First Men Into Space	2105	16	1-S-A	C
The Flaming Sky - Aurora	3106	27	1-S	B
Focus on Antarctia	2499	15	1-S	B
Gravity Weight & Weightlessness	1367	11	1-S	C
Heartbeat of a Volcano	2481	20	1-S	C
How Many Stars	1072	10	P-S-A	C
How Solid Is Rock	3177	22	S	C
How We Know the Earth Moves	1298	11	1-S	C
How We Know the Earth's Shape	1368	11	1-S	C
How We Study the Sun	2396	15	1-A	C
Introducing Atoms & Nuclear Energy	1240	11	1-J	C
Leonardo DaVinci, Giant of the Renaissance	3037	25	J-S-A	C
Mankind & the Atom	2439	20	1-S	B
Mass & Weight	1161	11	J-S	B
Matter Into Energy	1223	9	1	C
Maya of Ancient Yucatan & Modern Yucatan	2425	20	J-S	C
Measuring in Astronomy - How Big-How Far	2410	12	1-S	C
Measuring the Universe	1315	10	J-S	C
Metric System, The	2300	13	J-S	C
Mighty Atom, The	3132	25	J-A	C
Molecular Theory of Matter	1015	11	S-A	C
Mystery of Stonehenge, Part I	3060	27	J-A	C
Mystery of Stonehenge, Part II	3061	28	J-A	C
Mythology of Greece & Rome	2367	16	1-S	C
Night Sky, The	1358	11	P-1	C
Ocean Currents	2301	17	J-A	C
Ocean Tides, Bay of Fundy	2073	14	1-S-A	C
Origins of Weather	2139	13	1-J-A	C
Our Changing Earth	2397	14	1-A	C
Perry & Henson, North to the Pole	2309	15	1-S	C
Photosythesis - Chemistry of Food Making	2189	14	J-S-A	C
Plasma - The Fourth State of Matter	1310	10	1-S	C
Reflections on Time	3185	22	J-S	C
Secrets of the Ice Glaciology	3136	27	J-S	C
The Solar Family	1033	11	J-S-A	B
Space Probes-Exploring Our Solar System	2114	11	J-S-A	C
The Speed of Light - Measurement & Applications	2047	14	J-S-A	B
A Trip to the Planets	2121	15	1-J-A	C
Universe	3104	26	J-A	B
Velocity & Acceleration	2257	14	S	C
Wanderers - The Paths of Planets	1316	10	J-S	C
What Is an Eclipse	1374	11	1-A	C
What Makes Clouds	2057	19	1-S-A	B
What's Inside the Earth	2398	14	1-A	X (CorB)

16mm films are secured from Curricula Improvement Center, Punta Gorda, Florida, at no cost. Annual catalogues are issued. Orders may be made well in advance of class date and are delivered to Port Charlotte Cultural Center and picked up after use.

Tapes:

XX-3A	Moon	15 min.
XX-3B	Sunspot	15 min.
XX-17A	The Air Around Us	15 min.
XX-18A	The Sun	15 min.
XX-71B	An Ancient Astronomy Ptolemy	15 min.
XX-92A	A Star Gazer Interview with an Amateur Astronomer	15 min.
XX-92B	A Star is Plucked - Copernicus	15 min.
XX-105B	Galileo Passes a Crucial Test	15 min.
XX-112A	Moslems Keep Science Alive - Work During the Dark Ages	15 min.
XX-120A	Scientists at Work - Michelson's Study of the Speed of Light	15 min.
XX-121A	Scientists Follow Newton - Work of Herschel & Von Helmholtz	15 min.
XX-123A	Sun, Moon & Stars - Life of Astronomer John Kapler	15 min.

Length of Course 20 hours

High School Credit offered

BIBLE HISTORY

HISTORY 0412

Main Objective To become more familiar with the Old Testament and the New Testament of the Holy Bible, and to become familiar with the world's Living Religions.

Specific Objectives To understand history in depth; to make Biblical characters come alive; and, to understand the background of these wonderful people in relation to the age of history in which they lived and their geographical positions.

Methods Lecture, discussion and review of Biblical novels.

Text Book Holy Bible

Bibliography

Josephus - Wars & Antiquities of the Jews	PCL
The Bible as History - Heller	
Every Day Life in Bible Times - National Geographic	
Biblical novels by Bishop, Gann, Don Byrne, Shirley Watkins	
This Believing World - Lewis Browne	PCL
The Story of the Bible - Van Loon	PCL
Women of the Bible - Dean, Morton & Kuyper	PCL
Living Religions of This World - Hume	PCL
Jesus Compared - Braden	
Great Religions By Which Men Live - Ross & Hill	
Religions of Man - Herston Smith	PCL
Where Faith Meets Faith - David Stowe	
World's Great Regions - Life Magazine	
Man Seeks the Divine - Burth	
The Crown and the Cross - Slaughter	PCL
The Curse of Jezebel - Slaughter	PCL
David, Warrior and King - Slaughter	PCL
The Road to Bithymia - Slaughter	PCL
The Sins of Herod - Slaughter	PCL
Upon This Rock - Slaughter	PCL

Audio-Visual Aids

Films: Major Religions of the World, Christianity, Islamism, Buddhism, Hinduism, Judaism, 2.041 C 20 min.

Transparancies: None
Tapes: None

Length of Course 20 hours

High School Credit offered

BOOK REVIEW SERIES — LITERATURE (BOOK REVIEW SERIES) 0148

Main Objective To provide the student with the opportunity to obtain information, understanding and pleasure from good literature through oral presentation by selected reviewers on a variety of literary works.

Specific Objectives To stimulate reading, to recommend new books that were not reviewed, to provide a unique opportunity for the blind and to encourage sociability.

Methods To make the period as interesting and lively as possible by selecting reviewers who can make an interesting presentation.

Text Book None

Bibliography None

Audio-Visual Aids None

Length of Course 20 hours

CHORAL GROUP — CHORUS 0616

Main Objective To develop and train a chorus of mixed voices.

Specific Objectives To increase the ability of individuals in the enjoyment of choral singing, and to develop group participation and give practical help in reading, sight singing, voice production and also articulation.

Methods By weekly study and rehearsal sessions of two hours, using all forms of choral works, also by rehearsing for three public appearances each year.

Text Book None

Bibliography Resources: Teachers Library
4-Part Singing - Peter Tkach; Part Singing - C. W. Vandro

Audio-Visual Aids Audio: tape recorder; Visual: Vocal Music #1.254 CIC

Length of Course 20 hours

High School Credit offered

CITIZENSHIP — CITIZENSHIP 0471

Main Objective To assist aliens in becoming citizens.

Specific Objectives A knowledge of our Constitution and Government.

Methods Where English is limited a number of sentences are practiced in writing and the pupils come to the English for Foreign Born Class. A list of about sixty questions and answers pertaining to the Government are given to the students. These are memorized. Questions are discussed and explained thoroughly. Each student makes a chart of the three departments of the Federal Government and fills in information about it.

Text Book D. A. R. Manual for Citizenship - Federal Text Book on Citizenship - U. S. Department of Justice.

Bibliography Its Easy To Become a Citizen - Bain PCL

Audio-Visual Aids

16mm Film:	3166	Changing the Law	I-A	C	23 min.
	2012	Bill of Rights of the United States	B	20	JSA
	1. 163	How We Elect Our Representatives	B	11	I-S
	2044	Political Parties	B	18 min	JSA
	2421	Our State Government	C	12 min.	I-S

Tapes: None
Transparencies: None

Length of Course 20 hours

High School Credit offered

CONVERSATIONAL FRENCH — FRENCH 0523

Main Objective To facilitate the ability to converse in a second language.

Specific Objectives Development of basic skills - listening, speaking, reading, writing; and appreciation of cultural characteristics of the French people.

Methods Films, overhead transparencies, lectures, discussions, and students replying to instructor.

Text Book French Made Simple by Eugene Jackson and A. B. & Antonio Rubio, Ph. D.

Bibliography None

Audio-Visual Aids Transparencies made by instructor.

Length of Course 20 hours

High School Credit offered

CONVERSATIONAL SPANISH — SPANISH 0503

Main Objective To promote and facilitate the ability to converse in a foreign language.

Specific Objectives To develop the basic skills: listening, speaking, reading, writing. To understand structure: how the language functions. This is vital in order that the student communicates with understanding. To appreciate the culture: the student should be made aware of cultural characteristics of the people whose language they study. They should learn to appreciate the correlation of language and culture, and the effect that one has in describing the other.

Methods Films and tapes in Spanish; overhead transparencies; interesting text books accompanied by work books; providing practical application by organizing social gatherings to which conversation is limited to foreign language; and, keep the "fun" level high during class period. Develop in the student pride of accomplishment in the "basic skills".

Text Book Prima Vista and Segunda Vista published by Allyn & Bacon, Boston, Atlanta, Dallas. The authors are Ruth Ginsburg and Robert J. Nassi. Cost of textbook $4. 55 and workbook $1. 55.

Bibliography "Introduction to Conversational Spanish" and for classes "Beginning", "Intermediate" and "Advanced"

Audio-Visual Aids

Film:	La America Del Sur	CIC	3126	C	20 min.
	La Gallinta Roja	CIC	2334	C	16 min.
	Pablo De Yucatan	CIC	1245	C	11 min.
	Taxco - Pueblo DeArte	CIC	2341	C	17 min.

Transparencies: Classroom well stocked, however should additional material be needed, see CIC catalogue.

Tapes: Some on hand. If additional needed, refer to CIC catalogue. Cost: CIC Film, none. Transparencies 25¢ each. Tape: cost of raw tape approximately $1. 65 per roll.

Length of Course 20 hours

High School Credit offered

CREATIVE WOOD CARVING — ART (WOOD SCULPTURING) 2673

Main Objective To create objects of wood which are pleasingly designed and appropriately finished.

Specific Objectives To learn to use the proper kinds of wood, various hand tools needed in wood carving, and to sharpen tools. To learn to work with and around the natural grain of the wood, to incorporate the distinctive grain of wood to the design and to give the wood the best type of finish that will enhance the color and preserve it.

Methods General demonstrations and individual instructions.

Text Book None

Bibliography Available in the Port Charlotte Cultural Center Library:
How I Make Wood Cuts and Engravings by Hans A. Mueller
Block Printing Craft By Raymond W. Perry
Magazines available in Woodworking Shop

Audio-Visual Aids Demonstrations of use of power tools in workshop.

Length of Course 20

High School Credit offered

CREATIVE WRITING — CREATIVE WRITING 0167

Main Objective To teach the art of writing fiction and non-fiction

Specific Objectives To be able to write so that the product can be marketed, and to inform as to available markets; to awaken the creative ability of students by teaching the proper approach to various kinds of writing; and teaching composition, grammar, spelling, and developing vocabulary.

Methods Lectures on composition and writing procedures; discussion of markets available for specific material produced; the giving of writing and assignments by the instructor for class discussion and comments; and specific writing assignments for newspapers, magazines, radio and television.

Text Book None

Bibliography Port Charlotte Cultural Center Library:
Writer's Handbook by Burack
Writer's Market Magazine
Famous Writer's Course - 7 volumes - by Famous Writer's School, Inc.

Audio-Visual Aids

What's In a Story	2.376	C/B&W	14 min.
Writing a Good Paragraph	1.137	B	11 min.
Writing Through the Ages	1.052		10 min.

Length of Course 20 hours

High School Credit offered

CURRENT WORLD AFFAIRS — CURRENT WORLD AFFAIRS 0474

Main Objective To conduct open discussions on current world affairs.

Specific Objectives To broaden the outlook on questions of national and international problems; to stimulate an analytical approach to the reading of current books, magazines and newspapers; and to understand how current world affairs affect the welfare of the United States.

Methods Lectures, group discussions supplemented by reading current books, magazines and daily newspapers, films, slides and other audio-visual aids for documentary support.

Text Book None

Bibliography	Foreign Affairs	PCL	
	Memoirs - Inside the 3rd Reich Albert Speer (943.086 SPE)	PCL	
	Decisions for a Decade Edward Kennedy (973.923)	PCL	
	The Reluctant Satellites Leslie B. Bain (943.9B)	PCL	
	Communist China Schumann & Schell (951-CHI)	PCL	
Audio-Visual Aids	Transparencies	CIC & PCU	
	Maps and Charts	National Geographic	
	Films:		
	Rise of Soviet Power	4.018 & .019	CIC
	Nightmare in Red	3.058 & 3.059	CIC
	Who Goes There - A Primer on Communism	4.020 & 4.021	CIC
	Thailand - Ally Under Fire	2.434	CIC
	Focus on Communist China	2.426	CIC

Other films on pertinent subjects may be obtained from United States State Department, from foreign embassies, and travel agencies.

Length of Course 20 hours

High School Credit offered

ELEMENTARY MUSIC — CHORUS — 0616

Main Objective To provide the opportunity to learn or review the fundamentals of music.

Specific Objectives To create a better understanding of music and participating in same; to make practical use of the knowledge gained in solo, quartet and choral singing; and, to be able not only to read and understand music, but also to write it.

Methods By easy steps teach and explain the use of all musical notes, signs and symbols; also to train eye and ear thru use of solfeggio (Do-Re-Mi).

Text Book None

Bibliography Music notebook, supplied by student. Resources: Teachers Library. Also Read and Sing by Hartlay Shallhouse; Theory by Percy Goetschius; and, Sight Singing by Peter Tkach

Audio-Visual Aids	Audio: Eight Basic Scales - Tape #00-2	CIC
	Visual: What is Rhythm - 1.362 Film	CIC
	Vocal Music - 1.254 Film	CIC

Length of Course 20 hours

High School Credit offered

ELEMENTARY SPANISH GUITAR — INSTRUMENTAL — 0613

Main Objective To teach beginning pupils to play the Spanish Guitar as a hobby and for personal pleasure.

Specific Objectives To teach rudiments of music and simple guitar accompaniment in popular and country music using finger picking or plectum, or both.

Methods Teaching by easy steps, using well known treatises and instruction books, advancing with the pupil's ability.

Text Book None

Bibliography Furnished by students as needed. Guitar Playing Made Easy by Joseph Estelle, Alfred Basic Guitar by Alfred d'Aubargo, and Modern Guitar Method by Mel Bay.

Audio-Visual Aids None

Length of Course 20 hours

High School Credit offered

ENGLISH FOR THE FOREIGN BORN — ENGLISH FOR THE FOREIGN BORN 0117

Main Objective To learn the basic skills in English.

Specific Objective To teach the reading, writing and speaking of English.

Methods Individual attention due to the various language barriers.

Text Book Beginning Lessons in English by Fisher & Dixon; Second Book in English by Fisher & Dixon; and U. S. A. - The Land and the People by Dixon.

Bibliography In Port Charlotte Library: English Language Grammar by Norman Foerster, Webster's Dictionary, and English Step-by-Step with Pictures.

Audio-Visual Aids

16mm Film:	1084	Nouns, Pronouns and Adjectives	C-8 min.	I
	1086	Sentences	C-6 min.	I
	1135	Verbs, Principal parts	B-11 min.	I-S
	2160	Sentences, Subject & Predicate	X-14 min.	I-J
	1085	Punctuation	C-6 min.	I

Transparencies: Under "ENGLISH" - There are 25 "Packets", some of which might be useful.
Tape: Catalog #BB-29A to #BB-41A might be useful.

Length of Course 20 hours

High School Credit offered

FINE MUSIC — MUSIC APPRECIATION 0634

Main Objective To provide the student with an opportunity to enjoy and understand the great classical music of the world through the medium of recordings.

Specific Objectives To impart to the class knowledge and information relative to the lives of the classical composers on each program and the works to be heard. Also to present to the class pertinent and interesting comment on the background and abilities of the performing artists on each program.

Methods The atmosphere of illusion is all-important. Outside of the music itself, there is nothing else to hold the student's attention other than the sound produced by the equipment. The atmosphere must be that of a concert hall. Dimmed lights and regular theatre-type programs are a requisite.

Text Book None

Bibliography Groves Dictionary for Music and Musicians, and Encyclopaedia Britannica.

Audio-Visual Aids None

Length of Course 20 hours

High School Credit offered

GERMAN — GERMAN 0533

Main Objective To enable the student to speak and to read German with a degree of fluency.

Specific Objectives To develop correct pronunciation and a vocabulary sufficient to enable the student to converse about his daily environment; to develop a basic knowledge of grammar so that the student can expand his speaking and reading ability; and also to enable him to read, with understanding, modern simple stories and articles.

Methods Recitation of text book materials; simple conversation utilizing acquired vocabulary - concentrating on pronunciation; group discussions on suggested themes, such as dining-out, traveling, sight-seeing, making purchases, etc., oral reading and translating from German into English; translating from English into German, listening to German tapes, films, etc.

Text Book German Made Simple, by Jackson & Geiger, obtainable at Port Charlotte Cultural Center.

Bibliography

Modern German Dictionary, Cassell	Personal Library
An English-German Dictionary of Idioms, Engeroff/Lovelace Kaufer	Personal
Das Beste (German Reader's Digest)	Personal
Conversational Phrases, Langenscheidt	Personal
German newspapers, periodicals	News stands
"Der Schwiegersohn", Rudolf Baumbach	438.B Library
Elementary German, Fred Fehling	438.24 Library
"Kinder and Hausmarchen", Bauder Grimm	438G Library
Deutsch Sweites Buch, Muller	Personal

Audio-Visual Aids

Color slides	Personal
Travel Posters	Travel Agencies
Tapes (News broadcasts)	Personal
Films:	
a. Focus on West Berlin (2.508)	CIC
b. German's Ever-Changing Face (2.222)	CIC
c. West German Family (2.423)	CIC
d. The Alteration of Living in 3 Centuries	#2 Section V
e. The Wall of Terror	#2 Section A
f. The Foreign Office in Bonn	#12 Section A
g. A Treasure of German Romanticism	#4 Section B
h. The Streets of Berlin	#6 Section B
i. Landscape of a River	#11 Section B
j. On the Weser	#30 Section B

(Films "d" through "j" are obtainable from the German Consulate, 225 Peachtree St., N.E., Suite 909, Atlanta, Georgia 30303)

Records, Living German (with Manuals)	Library
A complete set of tapes to accompany Prof. Muller's "Deutsch Zweites Buch"	Personal

Length of Course 20 hours

High School Credit offered

GLIMPSES INTO LITERATURE AND CIVIL WAR LITERATURE 0148

Main Objective To enhance the student's knowledge of and appreciation for the works of the giants of English and American Literature, and also the dedication and contributions made through great sacrifice by the personalities involved in the War Between the States.

Specific Objectives To learn how to evaluate writings so that we may determine whether or not they constitute great literature and to learn something of the lives of great authors. To encourage the student to read good literature for pleasure and enrichment, and also to dispel sectionalism through a proper evaluation of Union and Confederate leaders of the Civil War. To make an in depth study of personalities and events of the Civil War.

Methods Reading the gems of literature and lectures from prepared notes.

Text Book None

Bibliography The Civil War, Shelby Foote (2V) - Random House
Battles and Leaders of Civil War - Century - (40) - Thomas Yoseloff

All books by Bruce Catton - Doubleday
Life of Lincoln - Carl Sanburg - Scribners
Life of Robert E. Lee - Douglas Southall Freeman - Scribners
The Day Lincoln Was Shot - Bishop PCL
Lincoln's Youth - Watten PCL
The Civil War and Reconstruction - Heath PCL
The Gettysburg Campaign - Coddington PCL
History of Civil War - Catton PCL
7 Books by Bruce Catton PCL
Meade of Gettysburg PCL
The Land They Fought For - Dowdey PCL
Their Tattered Flags - Vandivier PCL

Audio-Visual Aids

Films:
2.039 Abraham Lincoln I-S
2.413 Background of the Civil War I-S 4.026
2.100 The Civil War I-SA 2.220
1.287 The Civil War 1863-5 J-S 2.242

Transparencies:
USH-47 Issues Dividing the North and South 1819 - 1860
USH-49 Comparison of the North and South 1860
USH-50 United States at the Outbreak of the Civil War 1861
USH-51 The Civil War 1861 - 1865

Tapes:
EEE-9A Abraham Lincoln
EEE-9B Robert E. Lee

Length of Course 20 hours

High School Credit offered

HEALTH AND BODY CONDITIONING

Main Objective To develop posture, general body fitness and appearance through a series of exercises designed to meet specific needs of each individual.

Specific Objectives To improve body alignment, circulation, respiration, digestion, elimination, innervarion and control of the body.

Methods Posture analysis for each individual, work on individual deficiences and needs thru recommended exercises.

Text Book Basic Exercise Course by Louise Marom Adams, Medical Center, Atlanta, Georgia. PCL

Bibliography
Cause, Prevention and Treatment of Backache, by Dr. Hans Kraus
21-Day Shape Up Program, Marjorie Craig 613.71 cra
Kinesiology, The Anatomy of Motion, Durvall
Kinesiology of Corrective Exercise, Hawley
Corrective Therapy for the Handicapped, Stone Deyton
How To Keep Slender and Fit After 30, Bonnie Prudence
Kinesiology, Katherine Wells
Individual Gymnastics, Drew Kingley
Stretch, Ann Smith
The Doctors Inches Off Diet and Exercises, Dr. Stillman
Fitness Magazine - "Fitness for Living"

Audio-Visual Aids Films:
Health in Our Community #2.082 CIC
Health and Circulation #1.041 CIC

Length of Course 20 hours

High School Credit offered

HEALTH AND FAMILY LIVING FORUM — EUDCATION FOR AGING 1401

Main Objective To enlighten the retired citizens in matters of general concern and help meet the needs of people.

Specific Objectives To educate and allay fears.

Methods Lectures and forums with resource personnel.

Text Book None

Bibliography None used nor needed

Audio-Visual Aids Films are selected and supplied by speakers. No Transparencies nor Tapes are used.

Length of Course 20 hours

HUMANITIES — HISTORY (HUMANITIES) 0412

Main Objective To consider Man's ideas and feelings about life and its surroundings through the centuries.

Specific Objectives Specifically, these expressions constitute the Five Major Divisions of the Humanities: Architecture, Literature, Music, Painting, and Sculpture.

Methods Filmed lessons, lectures by instructor, lectures by class members or an outside guest, and open discussion period during final hour of class.

Text Book None

Bibliography Encyclopaedia Britannica

Audio-Visual Aids Visuals: Encyclopaedia Britannica, Humanities Program, and 38 films all in the CIC Film Library. Transparencies: No formal transparencies - those used must be created by instructor.

Length of Course 20 hours

High School Credit offered

LADIES RECREATIONAL DANCING — ANATOMY AND PHYSIOLOGY 0363

Main Objective Improvement of posture and coordination through dancing.

Specific Objectives To improve health and well being through exercise and dance to music of all rhythms, coordination, body movement, and muscle tone, and also to bring opportunity to dance all types of dance as a therapy regardless of age.

Methods Gradual increase in body work thru exercise; include fun dances, make it a happy class; make no reference to age, simplify work if necessary; include allied interest, isometric facial exercises and eye exercises and uses of mineographed material.

Text Book None

Bibliography
Teachers Aids
Air Force Fitness Books
Static Exercise, by Dr. D. J. Sales Foundation, Box 392, Anniston, Alabama
Facial Isometric - How To Use Your Hands To Save Your Face, by Jessica Krane
Slimming With Yoga, 25¢, Dell Books, Box 2200, N.Y., N.Y.
Golden Age Exercises - King & Hercio, Grand Central Office, N.Y., N.Y., 10017
Note: To add interest to this course, guests may be added using hair styling, wigs, diet, cosmetics, fashion, modelling, charm.

Audio-Visual Aids Music CIC 1-297; Physical Fitness; Records: Exercises to Music, H.L. 7143 Columbia Record; Catalogue for Fitness & Novelty Records, Art Stone Theatrical Corp., 200 Engineers Road, Smithtown, New York, N.Y.

Length of Course 10 hours

High School Credit offered

LAW FOR THE LAYMAN — LAW FOR LAYMAN 0459

Main Objective To familiarize the student with the legal aspects of citizenship.

Specific Objectives To provide the opportunity to learn to translate legal terms into layman's words, about wills and probate, and the basic legal responsibilities of the citizen in areas desired by the class members.

Methods Lecture and discussion

Text Book None

Bibliography

The Last Will and Testament , Robert Farmer	PCL
Law - Everyone's Law, G. Stanley Joslin	PCL
The Family Legal Adviser, Theodore R. Kupferman	PCL
Law Dictionary	PCL
When You Need a Lawyer, Kenneth Donelson	PCL

Audio-Visual Aids

Films:	#3, 166 - Changing the Law	CIC
	#1, 057 - Understanding the Law	CIC
	#1, 379 - Our City Government	CIC
	#2, 421 - Our State Law	CIC
Transparencies:	None used	
Tapes:	That's the Law - LLIA - 6B - each 15 min.	

Length of Course 20 hours

High School Credit offered

LEARNING TO LIVE IN FLORIDA — HISTORY 0412

Main Objective To help newcomers adjust quickly and learn to enjoy better living in Florida by becoming more knowledgeable about some of the unique and different total environmental features that confront them in their new home.

Specific Objectives To promote better acquaintance with such things as: our community and the surrounding area; pertinent Florida laws, taxation and insurance; care and planning for home and grounds; animals, snakes, pests; places to go and see, things to do and history highlights; recreation and activities; things to be alert about; eating out; and, unusual and seasonable events.

Methods Instructor will make presentation, then call on class members for their experiences in each area.

Text Book None

Bibliography

Booklets:	Chamber of Commerce Visitors Guides
	Pamphlets from County Agent's Office
	Numerous maps, charts, folders, magazine articles
Magazines:	Harvest Years - monthly
	Modern Maturity - bi-monthly
	Florida Government & Aviation Magazine - bi-monthly
	Saltwater Sportsman - monthly
Books:	917.59 - Frank Cowles, Jr., What to Look for in Florida and What to Look Out For! - Trend Publications 1964 174 p.
	975.9 - Charlton W. Tebeau, A History of Florida U. Miami. Pr. 1971 502 p. Illustrated.
	975.9 - Mike Smith, Florida, A Way of Life., E. P. Dutton 1959
	975.9 - Florida Charlotte County - Charlotte County League of Women Voters 58 p.
	635-9, Florida Department of Agriculture - Landscape Plants for Florida Homes, John V. Watkins 119 p. Illustrated - Color Bulletin #106-R July 1963

Audio-Visual Aids — Available from CIC:

	1124	Birds of the Sea C 11 min. P-J-A
	1109	Boy of the Seminoles C 11 min. I-P
	2000	Climates of North America - Pole to Tropic of Cancer C 17 min. I-J
	3001	Earth Beneath the Sea C 22 min. J-A
	1363	The Everglades - Conserving a Balanced Community C 11 min. J-S
	2178	Gulf Coast - The South's Land of Opportunity C 15 min. I-A
	4003	Prowlers of the Everglades C 32 min. P-A
Tapes:	QQ-1A	The Alligator 15 min. P-I
	EEE 17B	Ponce deLeon 15 min. I-J
Transparency:	USH 31	Exploration West and The Acquisition of Florida $1.00

Length of Course 20 hours

High School Credit offered

LIBRARY SCIENCE — LIBRARY SCIENCE 0193

Main Objective To acquaint volunteers and untrained employees with the overall operations of and philosophies of library service.

Specific Objectives Basic administration, basic reference work, use of dictionary catalog, use of indexes and handbooks, and principles of serving the public.

Methods Lectures, graphic aids, practical exercises, and on the job training under close supervision.

Text Book Patrons Are People by ALA, and Introduction to Library Services by SLA.

Bibliography In Port Charlotte Cultural Center Library:
Shores, Louis - Basic reference sources ALA 1954
Akers, Susan G. , - Simple library cataloging ALA 1954
Sinclair, Dorothy - Administration of the small public library ALA 1965
American Library Association - Public Library Service

Audio-Visual Aids None

Length of Course 20 hours

LIP READING — SPEECH 0173

Main Objective To teach lip reading to the deaf and the partially deaf adult.

Specific Objectives To enable those so handicapped to enjoy and be able to participate in daily conversation; also to reduce the anxiety and to relax the individual so afflicted.

Methods Mimeograph sheets covering lesson on each consonant, consists of 3, 4 or 5 pages; exercises on observation; Furman cards on Lip Reading and cards showing illustrations, viz., table, chair, etc.

Text Book None

Bibliography Furman cards on Lip Reading; exercise cards prepared by instructor; and mimeograph lesson sheets.

Audio-Visual Aids Ears and the Hearing 3.176 C 22 min. CIC
You and Your Ears 1.179 C 8 min. CIC

Length of Course 20 hours

LITERATURE INTERPRETATION — LITERATURE 0148

Main Objective To explore the short story and poetry for enjoyment, interpretation and understanding.

Specific Objectives To create an awareness of literature as it mirrors life; mood and meaning as it is created by the individual authors; the effect of the author's life on his work; the beauty of language; and, a new look at stories and poetry and their influence.

Methods Lecture, reading aloud by instructor and student, reports, class discussions.

Text Book None

Bibliography Literature for Interpretation, Wallace and Breen; Poet's Choice, Edited by Paul Engle and Joseph Langland; Oral Interpretation of Literature by Charlotte Lee; The Experience of Literature by Lionel Trilling; The Reader's Encyclopedia; The Oxford Companion to American Literature. Resources: Personal Library, local and state libraries. Additional Bibliography from Teacher's Resource List: What Is the Short Story, by Current Garcia and Patrick; The House of Fiction, by Caroline Garden and Atten Tate; How Does a Poem Mean, by John Ciardi; The dimensions of the Short Story, A Critical Anthology, Miller and Slots; New Modern and American and British Poetry by Louis Untermeyer.

Audio-Visual Aids

Magic Prison, Emily Dickenson, Enc. Brit. Humanities Series CIC #4,013 C 36 min.
The Lottery, Shirley Jackson, Enc. Brit. Humanities Series CIC #2,485 C 18 min.
The Lottery, Discussion Film, Enc. Brit. Humanities Series CIC #1,397 C 10 min.
Books Alive, Ralph Waldo Emerson CIC #1,265 C 6 min.
Carl Sanburg Discusses his Work CIC #2,173 B 14 min.

Length of Course 20 hours

High School Credit offered

MODERN SCIENCE

MODERN SCIENCE 0348

Main Objective To give the student the opportunity to understand the basic elements of the various sciences.

Specific Objectives To show the origin and age of the earth, also the origin and age of man; to learn the fundamentals of animal and plant life, about the weather and nutrition; and, to understand the various kinds of matter and its changes.

Methods Lecture, demonstrations, film strips, transparencies, slides, films and the use of mimeographed material.

Text Book None

Bibliography Life Nature Library - Personal: Early Man, Evolution, The Universe, The Mammals, The Birds, The Insects, The Fishes, The Reptiles, The Earth, The Planets

Audio-Visual Aids Film Strips: Our Solar System, The Earth and Its Movement, Evolution and Geologic Time, Chemistry, Physics, Why We Have Seasons, The Weather

Films:	3.026	M. basis	24 min.
	2.328	The Single Celled Animal	17 min.
	2.249	Genetics - Human Heredity	16 min.
	2.341	The Laws of Heredity	15 min.
	1.240	Introducing Atoms and Nuclear Energy	11 min.
	1.168	World of Molecules	11 min.
	2.254	Exploring the Atomic Nucleus	14 min.
	3.090	Physical-Chemical Charges	
	1.254	Metric System	11 min.
	2.256	Measurement in Physical Science	14 min.
	2.257	Velocity and Acceleration	14 min.
	1.174	Demonstrations with Light	11 min.
	2.139	Origins of Weather	13 min.
	2.352	What Makes the Wind Blow	16 min.
	2.057	What Makes Clouds	19 min.

All of these films in CIC Library

Transparencies:
Ameba - Paramecium - D. N. A. - Mitosis
Stem Cross Sections - Cell

Length of Course 20 hours

ORGAN AND PIANO - BEGINNING — INSTRUMENTAL 0613

Main Objective To teach pupils to play the organ and piano to the best of their ability, and get the most out of their instruments.

Specific Objectives To learn and practice proper care of the instrument; to sight read in all keys; to play chords in all keys; to recognize all musical symbols; to count time correctly; and, to expose pupils to all forms of music and encourage an appreciation of same.

Methods Blackboard work by student and teacher, demonstration, pupil performance under supervision, flash cards with oral and musical response.

Text Book Pointer I and II - Authors: Many

Bibliography Resources obtained: Music Publishers - office has addresses - $1.95; Music Dealers - Manuscript Books.

Audio-Visual Aids

Discovering Dynamics #223 and #1,244	CIC
Discovering Mood in Music #2,206	CIC
What is Rhythm? #3,122	CIC
Discovering the Sound and Movement of Music #3,019 and #2,375	CIC
What Is a Melody - no number	

Tape Recordings:

MM	8B	Intro. to Music
NN	30A	Melody
NN	30B	Rhythm
NN	31A	Harmony
NN	31B	Tone Color
NN	45A	Bach
002		Eight Basic Scales
oo3		Five Tetrachords
008		Four Cadencing Patterns
0010 and 0011		Major & Perfect Intervals

Length of Course 20 hours

ORGAN AND PIANO - ADVANCED — INSTRUMENTAL 0613

Main Objective To improve manual dexterity and materials of students who have had some study and already know the fundamentals.

Specific Objectives To acquaint the student with more advanced literature, to learn to improvise, transpose and compose, to be at ease playing in public and to accompany soloists or other instruments.

Methods Blackboard work by student and teacher, demonstration, pupil performance under supervision, and flash cards with oral and musical response.

Text Book Collections (Folios) of Classical and Popular Works; also pupil's own literature.

Bibliography Authors - composers of all periods of music; resources - Music Publishers (office has addresses) Cost $3.95

Audio-Visual Aids Discovering Music of Middle Ages #3121 CIC

Tape Recordings:

NN	37B	The Suite
NN	45A	BACH
NN	51B	Jazza
NN	53A	Leroy Anderson
NN	62B	Jazz - Piano Artists
NN	70B	The Story of Celeste
001-18		Musical Dictation

Length of Course 20 hours

High School Credit offered

ORGAN AND PIANO THEORY (DR. PACE) INSTRUMENTAL 0613

Main Objective To teach all phases of music theory.

Specific Objectives To provide the opportunity to learn all scales, chords in all keys, transposition, composing and musical terminology.

Methods Demonstrations by teacher, exercises to transpose under supervision, flash cards and lectures by teacher and students.

Text Book Music for Piano, Theory - by Dr. Robert Pace, Columbia University

Bibliography Nothing taught except from text books - course is self-contained.

Audio-Visual Aids None

Length of Course 20 hours

High School Credit offered

PAINTING FUNDAMENTALS OF ART 2673

Main Objective To provide the opportunity to learn enough about the fundamentals to paint a picture in different media.

Specific Objectives To learn the principles of sketching, the preparation and use of paint, the use of color, composition, perspective, color value, art appreciation and landscapes and portraits.

Methods By the use of models, informal lectures, discussions, demonstrations, and critique.

Text Books

Drawing Heads & Hands -	Grumbacher Library
The Art of Drawing -	" "
The Art of Seascape Painting -	" "
The Art of Landscape Painting -	" "
The Art of Acrylic Painting -	" "
The Art of Oil Painting -	" "
Anatomy - Walter Foster -	Foster Art Service, Inc.
Perspective Drawing "	" " " "
Sketching & Painting "	" " " "
Painting on Location "	" " " "
How To Do Still Life -	Walter Foster, Foster Publications
Portraits in Oils -	" " " "
How To Do Water Colors-	" " " "
How To Draw With Pastels-	" " " "
How To Draw & Paint Flowers-	" " " "
Color With Palette Knife & Brush-	" " "

All of Doug Stone's Private Library available at any Art Store at $1.00 per copy.

Bibliography Suggested Reading - Oil Painting by Henry Gasser, N.A.

Audio-Visual Aids

2.331	Changing Art In a Changing World	1-A
2.162	Discovering Color	1-S
2.362	Discovering Composition in Art	1-A
2.164	Discovering Perspective	1-S
2.163	Discovering Line	1-S
2.368	Discovering Texture	1-A

Art - Drawing - Zaidenberg, Arthur (1903-): Anyone can draw; text in collaboration with Jerome Darwin Engel; a complete practical course in art instruction, with an introduction by Joseph Tehakin and critical commentary by George Gombarts, Garden City. 1947 350p 741Z

Hofmann, Werner: Caricature ; from Leonardo to Picasso, Crown 1957 150 p 741.5H

Janson, Horst Woldeman: The picture history of painting from cave painting to modern times, by H. W. Janson and Dora Jane Janson Abrams 1957 320 p. Illustrated 759J

Zigrosser, Carl: The expressionists, a survey of their graphic art. Geo. Braziller, Inc. 1957 143 p. 769Z

Art, Baroque: Kitson, Michall - The Age of Baroque, McGaw 1966 175 p. Illustrated - Land Marks of the World's Art. Kit Headquarters 709

Films:
- File #2162 C 15 min. Discovering Color
- File #2362 C 16 min. Discovering Composition in Art
- File #2163 C 17 min. Discovering Line
- File #2164 C 14 min. Perspective
- File #1002 C 10 min. Drawing a Portrait

Tapes:
- Cat. #H-1B Vincent VanGogh - Expressive Colorist 15 min.
- Cat. #H-2B Rembrandt - Poet in Light and Shadow 15 min.
- Cat. #4B Pablo Picasso - Innovator of many forms of Modern Art

Length of Course 20 hours

High School Credit offered

PHYSICAL FITNESS — HEALTH EDUCATION 2393

Main Objective To improve posture and physical well being, and add a new "zest for life" through proper exercises.

Specific Objectives To reach and maintain proper body tone and control, by strengthening muscles that are lax and weak.

Methods A relaxed, rhythmical set of exercises (executed with proper breathing) to music.

Text Book None

Bibliography Body Dynamics - Gertrude; 21-Day Shape-Up Program - Marjorie Craig; How To Keep Your Youthful Vitality After 40 - Leland Kardee

Audio-Visual Aids Keep Fit - Exercise for Daily Living - Record; Tape Recorder; Dance Drum

Length of Course 20 hours

High School Credit offered

PHYSICAL FITNESS FOR MEN — HEALTH EDUCATION 2393

Main Objective To progress gradually to a simple program to maintain basic physical fitness through a series of development exercises.

Specific Objectives Start by determining present fitness status. Starting at present level, to progress through a series of activities designed to improve physical condition; to build up a fitness reserve designed to allow each individual to meet extra burdens and stresses without fatigue; to develop a fitness and health consciousness through discussion and advice.

Methods Graded exercise will provide for progressive advancement as body condition develops. Provision will be made to keep sufficient weekly records to indicate weekly progress and readiness for each next step. Class will meet one hour, twice a week, but most benefits will accrue when individuals are willing to follow through with some simple daily exercise.

Text Book None

Bibliography

The Fitness Challenge in the Later Years, President's Council on Physical Fitness, #82 U. S. Government Printing Office 30¢

(Reference) Be Fit for Life, Koare Rodahl, M. D., Funk & Wagnalls, $1.25

Exercise Plans for Physical Fitness, Royal Canadian Air Force, U. S. Edition, Purchased on news stands

Shape Up, Sec. Navy Bulletin of Dept. of Defense, U. S. Gov't Printing Office, 10¢

Exercise & Fitness, American Medical Association, 10¢

How To Stay Young All Your Life, Clement G. Martin, M. D., Frederick Fell, Inc., 386 Park Ave. So., New York 16, N. Y.

Audio-Visual Aids Metropolitan Life Exercise Chart; Film - Introduction to Physical Fitness #1.297 CIC; Audio - none; Pamphlet - Physical Fitness, American Medical Association, 5¢

Length of Course 20 hours

High School Credit offered

PORTRAITURE ART (FUNDAMENTALS) 2673

Main Objective To teach the student to create a likeness of the subject in any medium.

Specific Objectives To provide the opportunity to learn how to use proper lighting, to learn how to develop a portrait from initial stage to final stage; to learn how to use proper color.

Methods Personal supervision and demonstrations; show the importance of knowledge of anatomy; learn the different stages in the development of the portrait and how to produce them; use of models to get a knowledge of the facial features.

Text Book None

Bibliography Portrait and Figure Painting by Farnsworth; Portrait Painting for Beginners by Pratton; Constructive Anatomy by Bridgman; Figure Drawing For All Its Worth by Andrew Lommis - PCL

Audio-Visual Aids Films: Discovering Color 2162 1-S 15 min.; Transparencies: none; Tapes: Mary Cassatt, America's Foremost Woman Painter, 15 min.; Changing Art in a Changing World.

Length of Course 20 hours

High School Credit offered

PUBLIC SPEAKING SPEECH 0173

Main Objective To train people to speak effectively in public.

Specific Objectives To aid in building self-confidence, improvement of voice, articulation, enunciation, clarity of thought, poise, conversation, speech preparation, research.

Methods Lectures, covering particular facets of speaking , given by instructor. During class period each student gives a talk on a pre-assigned type of speech, i.e., topical, expository, narrative, demonstrational, argumentative, sales, extemporaneous or eulogy, etc. Criticism is given by the instructor on delivery, speech, organization, voice, posture, and clarity.

Text Book None

Bibliography To be found in the Port Charlotte Cultural Center Library: Training the Speaking Voice, Oxford Univ. Press, by V. A. Anderson; Public Speaking, Association Press, by Dorothy Carnegie; When It Is Your Turn To Speak, Harper Press, by Ervin Larson.

Audio-Visual Aids Tape Recorder, Port Charlotte Cultural Center, at no cost; Film, Your Voice, CIC, #1.028 11 min.

Length of Course 20 hours

High School Credit offered

SAFETY DEFENSIVE DRIVING SAFETY EDUCATION(AUTO) 2577

Main Objective How to prevent automobile accidents.

Specific Objectives To make drivers safety conscious; to recognize hazards and develop defenses against them; how to avoid collisions - in front, behind, head on, at intersections and passing; how to avoid single car accidents; and to explain Florida traffic laws that differ in other states.

Methods Class room lectures, discussion using "Instructor Manual", show National Safety Council films, and blackboard diagram work.

Text Book Student Work Book by National Safety Council and Florida Drivers Handbook by Florida Highway Patrol.

Bibliography Recommended: Sportsmanlike Driving by American Auto Association and The Driver's Seat by Muriel Spark.

Audio-Visual Aids

	Who Is To Blame	National Safety Council
	The Car Behind	"
	The Car Ahead	"
	The Head-on Crash	"
	The Cross Roads Crash	"
	Passing and Being Passed	"
	The Mystery Crash	"
	Driving the Expressways	"
Recommended:	Are You Warm To The Touch 2.284 C 15 min.	
	Smith System of No-Accident Driving 1.076 B&W 8 min.	
	Three Steps to Safe Driving 1.075 C 9 min.	
	Free-Way Fobia Part I 2.198 C 15 min.	
	Free-Way Fobia Part II 2.199 C 15 min.	

Length of Course 20 hours

High School Credit offered

SAFETY DRIVER TRAINING — SAFETY EDUCATION(AUTO) 2577

Main Objective To furnish instruction on the correct ways of driving and how to accept the responsibilities which are granted with a driver's license.

Specific Objectives To provide the student with an understanding of the responsibilities of a driver and the importance of developing sound driving habits through (a) awareness and correction of deficiencies and (b) knowledge of traffic laws and the vehicle. To develop an appreciation of the need for good judgment in driver decision making, and also to realize the importance of proper driving attitudes.

Methods A study of the information sheets from the Department of Highway and Motor Vehicles, lectures, discussions on road situations, movies.

Text Book Florida Drivers Handbook

Bibliography Basic - Tomorrow's Drivers by A. R. Lauer, Ph. D.

Audio-Visual Aids Films: City Driving by Bell Telephone, CIC; Highway Driving by General Motors, CIC; Driving Under Special Conditions by Ford, CIC; Safety Belts by Aetna, CIC; Maneuvers by Jane Handy, CIC; Developing Attitudes by Jane Handy, CIC.

Length of Course 20 hours

High School Credit offered

SEAMANSHIP BASIC — SAFETY EDUCATION (MARINE) 0634

Main Objective To train people to operate boats safely.

Specific Objectives To impart basic knowledge about the following: maneuvering, marlinespike, aids to navigation, charts and compass, rules of the road, legal responsibilities.

Methods Lectures, audio-visual aids, practical demonstrations, actual equipment utilized in boating, study of various books and pamphlets, and boat trips.

Text Book Seamanship & Piloting, by Chapman

Bibliography Titles: Seamanship & Piloting, by Chapman and Basic Seamanship by U. S. C. G.

Audio-Visual Aids Personal Overhead Transparencies; Personal Slides; Films from Coast Guard; All aids are sent free of charge by U. S. C. G. Auxiliary Division; Free pamphlets from numerous companies.

Length of Course 20 hours

High School Credit offered

SEAMANSHIP ADVANCED — SAFETY EDUCATION (MARINE) — 0634

Main Objective To provide advanced training in seamanship and safe boating, especially for those who wish to qualify for membership in Coast Guard Auxiliary and those who expect to travel any distance by water.

Specific Objectives Safe boating and proficiency in navigation.

Methods Classroom instruction, audio-visual aids and practical demonstrations.

Text Book Piloting, Seamanship by Small and Boat Handling by Chapman.

Bibliography Piloting, Seamanship by Small; Boat Handling by Chapman; Coast Guard - 302 Manual; Coast Guard - 213 Manual.

Audio-Visual Aids Supplied by Coast Guard: Numerous - U. S. C. G. - Free and Rules of the Road by the U. S. C. G.

Length of Course 20 hours

High School Credit offered

SPEED READING — READING — 0143

Main Objective To increase the speed, comprehension and retention in reading.

Specific Objectives To learn to read faster; to learn the difference between skimming, scanning, analytical and critical reading, and how to accomplish each; and, to make the mind more alert to words and phrases.

Methods By using tachistoscope, flash cards and measured reading material.

Text Book Better and Faster Reading - Cambridge Books; Reading for Comprehension, Book I - Cambridge Books.

Bibliography Reading for Comprehension, Book II; Reading Improvement for Adults by Paul D. Leedy; and Speed Reading by D. Carroll.

Audio-Visual Aids Use of Tachistoscope and flash cards

Length of Course 20 hours

High School Credit offered

WOODWORKING — GENERAL SHOP — 0803

Main Objective To safely use tools in the design and creation of articles in wood.

Specific Objectives The choice of proper materials; the development of skills including the most economical lay-out and cutting of materials; the use of hand woodworking tools; the use of powered woodworking tools; the making of joints, the use of various kinds of fastenings, the selection and use of appropriate wood finishes; and, safe practices in the shop.

Methods Individual demonstrations, instruction when needed and demonstrations for groups or for the entire class.

Text Book None

Bibliography Industrial Arts and Vocational Ed Magazine; School Shop Magazine; Principles of Woodworking by Herman Hjorth; Handwork in Wood by William Noyes; and Home Workshop Manual by Arthur Wakeling. Available at Port Charlotte Cultural Center.

Audio-Visual Aids None

Length of Course 20 hours

High School Credit offered

YOGA AND NUTRITION ANATOMY AND PHYSIOLOGY 0360

Main Objective To improve health.

Specific Objectives To obtain relaxation of mind and body; to develop proper breathing habits; to make aware of proper nutrition; and to develop the proper mental attitude.

Methods Exercise, stretching of muscles, proper breathing, mediation, proper diet, laughter.

Text Book Personal Printed Lessons

Bibliography Hamid Bey's Lessons and Adelle Davis Books

181 D Day, Harvey, The Study and Practice of Yoga, Univ. Books 1955 160 p.
294.54 VIT Vitmaloas, Yogi, The Yoga System of Health and Relief from Tension, Bell 1957 123 p. Illustrated
248 Y Yogananda, Paramahansa, Whispers from Eternity: Foreword by Amelita Galli-Curci - Self Realization Fellowship 1959 274 p.
I Title (1) Prayers (2) Invocations to the World's Great Spiritual Teacher

Audio-Visual Aids Films - none; Transparencies: Right Food and Real Fitness Go Together and Are You Getting the Nutrition Your Body Needs; Tapes - none.

Length of Course 20 hours

High School Credit offered

AGRICULTURE

LANDSCAPE GARDENING AGRICULTURE LANDSCAPE & HOME IMPROVEMENT 3758

Main Objective To encourage home owners to improve their properties and provide an attractive outdoor area.

Specific Objectives Planning and carrying out a landscape scheme; provide information and guides on what to do and how; proper lay-out of shrubs and trees to focus attention on the house.

Methods Lecture on various types of landscape planning and gardening; blackboard diagrams illustrating the good and bad arrangements; indicate shrubs, trees and plantings that are most favorable to Florida soil; demonstrate the use of ornamental plants in the area, selection of plants in regard to shape, color, texture; discuss types of soil regarding fertilizer requirements.

Text Book None

Bibliography References available at the County Agriculture Office in Punta Gorda, Florida:

Landscaping, Florida Homes	Bulletin	179-C
Native & Exoctic Palms of Florida	"	152-A
Selected Trees for Florida Homes	"	182
Know Your Fertilizers	"	177-B

Florida Agricultural Extension Service, Monthly Bulletins

Let's Grow a 4-H Garden	Bulletin	179-A
Azalea Culture	"	172
Growing Camelias in Florida	"	161-A
Vegetable Gardening Guide	"	104-E
Commercial Vegetable Fertilization	"	225
How To Grow Your Mango Trees	"	342
How To Grow Your Own Citrus Trees	"	339
Growing Bananas in Florida	"	178-B
How To Grow Your Own Avocado Tree	"	340
Citrus Fruit in the Dooryard	"	166-C
and many other pamphlets		

Audio-Visual Aids None

Length of Course 20 hours

ORCHIDS AS A HOBBY — AGRICULTURE LANDSCAPE & HOME IMPROVEMENTS — 3758

Main Objective To learn about orchids.

Specific Objectives To provide the opportunity to learn to appreciate their beauty, how to grow and cultivate them, and how to identify varieties of orchids.

Methods Exhibits of those grown by the instructor and class members, and lectures.

Text Book None

Bibliography

635-9 Introduction to the World of Orchids, G. C. K. Dunsterville, Doubleday 1964 103 p. Illustrated.
635-9 Encyclopedia of Cultured Orchids, an illustrated descriptive manual of the members of the Orchidacease currently in cultivation, by Alex D. Hawkes, Faber & Faber Ltd., London, 1965, 602 p.
635-9 Orchids, Their Botany and Culture, foreword by Alex D. Hawkes, foreword by John W. Blowers, Harper, 1961, 297 p., Illustrated.
635-9 Orchids as House Plants, Northern, Rebecca Tyson Van Nostrad, 1955, 122 p.

Audio-Visual Aids No films, transparencies nor tapes used; slides used both personal and commercial.

Length of Course 20 hours

BUSINESS AND DISTRIBUTIVE

ACCOUNTING — BASIC ACCOUNTING — 4723

Main Objective To familiarize students with the principles of record keeping and accounting procedures.

Specific Objectives To provide opportunity to learn Intermediate Accounting, Payroll Records, and Income Tax Procedures.

Methods Lecture, demonstrations, exercises, use of transparencies.

Text Book Principles of Accounting (10th Edition) and Intermediate Accounting (4th Edition).

Bibliography Available in Port Charlotte Cultural Center Library: Accounting Principles by E. Rollin Niswonger; Basic Accounting by Homer St. Clair Pace; Accounting Principles by Howard S. Noble; Accounting Systems by Josiah Brooks Heckert.

Audio-Visual Aids Business Packet #1, Bookkeeping and Accounting, $8.50 per set., and Business Packet #2, Tite Income Tax, $5.75 per set.

Length of Course 20 hours

BOOKKEEPING

BOOKKEEPING 4708

Main Objective To provide instruction for the student who desires to become acquainted with the principles of bookkeeping.

Specific Objectives To give the student the opportunity to learn the simple bookkeeping cycle, the advanced principles of bookkeeping and accounting, the theory of accounting, and also how to assist a person to keep his own books, or books for a small business, in a neat and legible fashion.

Methods Class discussion, Exercises and problems, practice sets used under instructor supervision, use of blackboard.

Text Book 20th Century Bookkeeping & Accounting (23rd Edition) and Principles of Accounting (10th Edition) by South Western Publishing Company.

Bibliography Available in Port Charlotte Cultural Center Library: Bookkeeping and Accounting by Lewis D. Boynton and Bookkeeping and Accounting by Paul A. Carlson.

Audio-Visual Aids Films: 2.356 Bookkeeping J-S 1.057 15 min., and 3.167 Computer Revolution 1-A 24 min.

Transparencies: Account Form Balance Sheet, General Journal, A Receipt, Chart of Accounts, Report From Balance Sheet, Post Closing Trial Balance, Schedule of Accounts Receivable, Schedule of Accounts Payable, Trial Balance, Profit and Loss Statement, Worksheet, Contact, Diagram of Flow of Expenses and Income, Steps in Making an Entry, Combination Journal, Perpetual Record, Treasurer's Report, and Certificate of Incorporation.

Tapes: None

Length of Course 20 hours

High School Credit offered

FLOWER ARRANGEMENT

FLORAL DESIGNS AND SALES 4561

Main Objective To teach design in flower arranging with fresh and artificial material.

Specific Objectives To give the student the opportunity to learn commercial design to aid in obtaining work; to instruct in design, color, size, in flower arrangement; and, instructions are also given in home beautification, corsage making, Della Robbia, wreaths and Christmas decorating.

Methods Demonstration by instructor and constructive criticism on student's assigned floral arrangements.

Text Book Hand Book for Flower Shows, published by National Council of Garden Clubs.

Bibliography The following are available in Port Charlotte Cultural Center Library: New Horizons in Flower Arrangement by Brooks; Contemporary Flower Arrangement by Goldson; Complete Book of Table Setting and Flower Arrangement by Hill; Rockwell's New Complete Book of Flower Arrangement; Flower Arrangement in Color by Rockwell; and Flower Arranging, A Fascinating Hobby by Burroughs.

Audio-Visual Aids None

Length of Course 20 hours

INCOME TAX

INCOME TAX FOR SMALL BUSINESS 4525

Main Objective To provide an opportunity for students to learn the proper method to follow in the preparation of an income tax report.

Specific Objectives To enable the students to take full advantage of their rights and privileges in income tax preparation; to save the students tax money and report preparation fees; and, to acquaint students with theory and purpose of income tax.

Methods Demonstrations of form procedures; lectures on record retention, interpretation of regulations and rulings, changes in regulations; and also questions and answers.

Text Book Copies of Income Tax Rules and Regulations.

Bibliography Income Tax U. S. A., by J. K. Lasser, available in PCL

Audio-Visual Aids Transparencies demonstrating income tax form and blackboard.

Length of Course 20 hours

SALESMANSHIP

FUNDAMENTALS OF CREATIVE SALESMANSHIP 4551

Main Objective To give the student an opportunity to understand the field of marketing.

Specific Objectives To be able to organize the sales presentation, make the approach, conduct the presentation, turn objectives into sales, and to close the sale.

Methods Lecture, discussion, working sales problems and completing workbook exercises.

Text Book Salesmanship Fundamentals, Ernest-Duvall, Gregg Division, McGraw Hill, and the Workbook, Student Activity Guide for Salesmanship Fundamentals, Ernest-Duvall.

Bibliography How I Raised Myself From Failure To Success In Selling by Bettger; How To Sell Yourself To Others by Wheeler; Magic Of Believing by Bristol; and Successful Leadership in Business by Cerami.

Audio-Visual Aids None

Length of Course 20 hours

SHORTHAND

SHORTHAND 4707

Main Objective To teach the writing and reading of shorthand and stenoscript.

Specific Objectives Theory of a system (Gregg); to take dictation; to build a vocabulary; and, to appreciate relationship between employer and employee.

Methods Explanation of theory by teacher; reading and writing of assignments by students; and dictation and transcription of materials.

Text Book Gregg Shorthand for Colleges and Diamond Jubilee, Books I and II.

Bibliography References used and Stenoscript Manual

Audio-Visual Aids Films: The Secretary Taking Dictation CIC 1132 C 11 min., and The Secretary Transcribing CIC 1133 B&W 11 min.

Length of Course 20 hours

High School Credit offered

TYPING

TYPING 4704

Main Objective To teach students the care and use of a typewriter.

Specific Objectives To give the student the opportunity to learn the knowledge of the instrument, touch typing, centering, tabulating, business forms and speed.

Methods Practice at the machine, discussions of techniques and timing students.

Text Book Rowe College Typing (Rev.), Rowe Publishing Company, and Bendixon Set, Southwestern Publishing Company, costs $1.50 to $5.00.

Bibliography Typing by D. C. Lessenberry, Southwestern, and Gregg System by John L. Rowe, McGraw-Hill.

Audio-Visual Aids Films: Typing Skills - Building Speed CIC 1252 C 11 min., and Typing Skills - Daily Job Techniques CIC 2243 C 13 min.
Transparencies: Business Packet #3 - Beginning Typing - $5.75 set. and Business Packet #4 - Typing Exercises - $5.75 set (From CIC)

Length of Course 20 hours

High School Credit offered

HOME ECONOMICS

BASIC HOME MAINTENANCE — MANAGING THE HOME 2832

Main Objective How to take care of normal repairs and upkeep of the home.

Specific Objectives To give the student the opportunity to aid in minor plumbing and electric appliance repairs; to use, select and the method of application of various paints; to learn about prevention and control of destructive insects; window screen and hardware maintenance; and, proper landscaping.

Methods Lectures and demonstrations using the specific tools to illustrate the repair problems; field trips to houses under construction and practical repair of electrical appliances.

Text Book None

Bibliography Dwellings - Maintenance & Repair by Robert Schwartz; Dwellings - Maintenance & Repair by Bernard Gladstone; Dwellings - Maintenance & Repair by Barbara Powell O'Neill; Dwellings - Maintenance & Repair by Carl J. Schaefer; Dwellings - Remodelling by R. Christoforo. All of the above are available in Port Charlotte Cultural Center Library.

Audio-Visual Aids None

Length of Course 20 hours

BLIND CLASS — BLIND CLASS 2841

Main Objective To open vistas of friendly living.

Specific Objectives Entertainment and social contacts.

Methods Programs and talk fests.

Text Book None

Bibliography Bibliography is not needed

Audio-Visual Aids Films and transparencies not used. Tapes: N2B Changing Concepts of Blindness; N3B The Deaf and Blind; N4A Entertainment and Blindness; N5B Talking Books for the Blind; O4A John Milton; 05B Louis Braille.

Length of Course 20 hours

CLOTHING CONSTRUCTION-BEGINNING — CLOTHING(BASIC CONSTRUCTION) 2805

Main Objective To provide the opportunity to learn methods of simple pattern adjustments and construction, techniques necessary to make a simple skirt or shell blouse.

Specific Objectives To make correct body measurements; to select patterns and fabrics; use and care of sewing machine and hand tools; and to cut and transfer pattern markings and construct a garment.

Methods Demonstration by teacher, blackboard notes, illustration, class participation by making samples for notebooks.

Text Book None

Bibliography Fabric Stores: Singer Dressmaking Course, Simplicity Sewing Book, McCall's Step by Step Book, Fashion Sewing Bishop Method.
Port Charlotte Cultural Center Library: Sewing by Constance Talbot, Greystone Press and Sewing Made Easy by Mary Lynch, Garden City.

Audio-Visual Aids Blackboard diagrams and notes. Film strips: The Evolution of a Simplicity Pattern, The Importance of a Shape by Patton Corporation, and Pile Fabric Primer. CIC Transparencies: Home Economics Packet #4 - Basic Sewing, Home Economics Packet #5 - Basic Sewing, and (Home Economics) Sewing Machine and Parts, Parts of a Bobbin, Foot Controller.

Length of Course 20 hours

CLOTHING CONSTRUCTION-INTERMEDIATE CLOTHING(BASIC CONSTRUCTION) 2805

Main Objective To teach students who have completed Basic Construction Course to do advanced work, including finishing.

Specific Objectives Make tailored button-holes, pockets, uses of interfacing, sleeve installation, proper collar construction, bias making and uses for same, loop buttonholes, slashed openings for cuffs and necklines.

Methods A new technique is taught at each class period by demonstration and blackboard instructions.

Text Book None

Bibliography Fabric Stores: Singer Dressmaking Course, Simplicity Sewing Book, McCall's Step by Step Book, Fashion Sewing by Bishop Method I & II. Port Charlotte Cultural Center Library: Sewing by Constance Talbot, Greystone Press and Sewing Made Easy by Mary Lynch, Garden City.

Audio-Visual Aids Blackboard diagrams and instruction notes. Film strips: The Evolution of a Simplicity Pattern, The Importance of Shape by Pellon Corporation and Pile Fabric Primer.

Length of Course 20 hours

CLOTHING CONSTRUCTION-ADVANCED CLOTHING(BASIC CONSTRUCTION) 2805

Main Objective Use of intricate patterns, difficult materials and to master more professional finishes to clothing.

Specific Objectives Instruction on pants suits, dress and coat ensembles, scarf and ties, tailored finishes for hems, underlining dresses, lining jackets, Chinese ball buttons, mitered corners, three zipper installation methods, advanced pattern adjustments.

Methods Projects, blackboard notes and class participation under supervision.

Text Book None

Bibliography Singer's Dressmaking Course, Simplicity Sewing Book, McCall's Step by Step Book, Fashion Sewing Bishop Method, Sewing by Constance Talbot, Greystone Press and Sewing Made Easy by Mary Lynch, Garden City.

Audio-Visual Aids Blackboard diagrams and notes, film strips: The Evolution of a Simplicity Pattern, The Importance of Shape, Pile Fabric Primer.

Length of Course 20 hours

DRAPERY CLASS HOME DECORATION 2830

Main Objective To teach window decorating and how to prepare materials.

Specific Objectives Making sheer curtains, making lined drapes, how to make pleats.

Methods Slides showing various ways of dressing windows, pictures from magazines, lectures and demonstrations.

Text Book None

Bibliography Drapery, by Kay Hardy

Audio-Visual Aids Transparencies: Home Economics Packet #13 "Windows and Their Treatment" $5.75 per set.

Length of Course 20 hours

FAMILY ECONOMICS

FAMILY ECONOMICS 2840

Main Objective To provide an opportunity for students to learn proper household management.

Specific Objectives To teach ways and means of living within a set income, to promote the desire to get the greatest benefit from income, to learn to assume the responsibility for one's own standards of living.

Methods Lectures on check book balancing, household budgeting, investments, do-it-yourself maintainance, reduction of overhead such as electric bills, buying and contractural agreements; discussion of student problems; question and answer periods.

Text Book None

Bibliography Family Finance by Carlton Smith in Port Charlotte Cultural Center Library.

Audio-Visual Aids From CIC: Money In the Bank and Out 2.219 15 min., Consumer Education Budgeting 2.364 12 min., Consumer Education Installment Buying 2.365 13 min., Consumer Education Retail Credit Buying 1.264 11 min.

Length of Course 20 hours

FILMS FOR THE BLIND

FAMILY RELATIONSHIPS 2841

Main Objective To permit deaf people to see films with English captions and really enjoy the programs.

Specific Objectives To encourage and help deaf people to overcome their handicap.

Methods Showing of weekly film with English captions.

Text Book None

Bibliography This class does not need a bibliography. Films are used instead.

Audio-Visual Aids Films secured from United States Department of H.E.W.: New York School for Deaf, 555 Knollwood Road, White Plains, New York 10603

Length of Course 20 hours

INTERIOR DECORATING

HOME DECORATION(INTERIOR) 2830

Main Objective To introduce students to the principles of design as they apply to home decoration.

Specific Objectives To assist students in solving their own decorating problems; to generate new ideas and develop good taste in decorating the home.

Methods Lectures, projected illustrations from books and magazines, class discussion of individual problems, field trips to model homes, shops and displays.

Text Book None

Bibliography The following available in Port Charlotte Cultural Center Library: Use of Color in Interiors, by A. O. Hake 747 Hal; Meyers Handbook of Ornament by Frantz Meyer 745 M; Decorating Begins With You by Alexander 747 Ale.
Creative Decorating by Better Homes & Gardens
Clifford's Period Furnishings

Audio-Visual Aids No films nor tapes listed. Magazines: House Beautiful, House & Garden, Good Housekeeping, Better Homes & Gardens. Booklets: Doubleday Decorating Booklets.

Length of Course 20 hours

KNITTING — CLOTHING(BASIC CONSTRUCTION - KNITTING) 2805

Main Objective Learning how to knit slippers, afghans and other articles of similar nature.

Specific Objectives To learn how to make completed articles of wearing apparel, household items, such as garments, slippers and afghans.

Methods Demonstrations, working with patterns, correcting errors and special kinds of procedures.

Text Book American Knitting Book by Gertrude Taylor

Bibliography Booklets for beginners: Begin to Knit, and Learn to Knit; Knitting by Virginia Woods Balamy, Crown Publishers; Knitting by Betty Cornell, Prentice-Hall; Knitting Instructions by Evelyn Stewart, Knit Services, Inc., and Knitting Patterns by Barbara Aytes, Doubleday.

Audio-Visual Aids None

Length of Course 20 hours

RUG HOOKING — HOME DECORATION 2830

Main Objective To learn the art of rug hooking for enjoyment and practical use.

Specific Objectives To learn about rug materials and design; to learn how to dye materials and to obtain pleasing colors; to develop a practical and useful hobby.

Methods Oral explanation and demonstration of step by step processes, use of cutting machine and other equipment, dyeing, hooking and use of needle.

Text Book None

Bibliography Hooking Rugs by Vera Underhill, and Heirlooms by Charlotte Kimball Stratton

Audio-Visual Aids None

Length of Course 20 hours

SPECIAL SEWING CLASS — CLOTHING (BASIC CONSTRUCTION) 2805

Main Objective To encourage and give confidence to students who have completed all basic and advanced classes.

Specific Objectives To review previous instruction, repeating the detailed work on advanced projects.

Methods Review and demonstration by teacher, supervision of students as they attempt fine finishing.

Text Book None

Bibliography Material Department of Fabric Stores: Singer Dressmaking Course, Simplicity Sewing Book, McCall's Step by Step Book, Fashion Sewing by Bishop, Method I and II. In Port Charlotte Cultural Center Library: Sewing by Constance Talbot, Greystone Press; and Sewing Made Easy by Mary Lynch, Garden City.

Audio-Visual Aids CIC transparencies: Home Economics, Packet #7, Basic Tailoring and Home Economics, Packet #8, Basic Tailoring.

Length of Course 20 hours

THERAPY FOR HANDICAPPED

FAMILY RELATIONSHIPS 2841

Main Objectives To help stroke victims and blind people to overcome their handicaps; to encourage the companion.

Specific Objectives To help the handicapped to see their handicap in the light of others with similar and often worse conditions.

Methods Two-hour program, half-hour exercises, half-hour crafts, half-hour entertainment and half-hour refreshments.

Text Book None

Bibliography Available in Port Charlotte Cultural Center Library: Normal Lives for the Disabled, by Yost and Caring for Your Disabled Child by Spock.

Audio-Visual Aids Films and transparencies not used. Tapes : EE3A Emphasis on Exercise, EE4A Friendliness For All, EE4B Give and Take, EE6A Making the Best of Things, EE12A Understanding Ourselves and Others.

Length of Course 20 hours

WEAVING

HOME DECORATION 2830

Main Objective To develop creativity in the field of fabric design.

Specific Objectives To develop technique in loom weaving, tapestry and macrame

Methods Demonstration, talks and individual instructions.

Text Book None

Bibliography Weaving by N. Zuamerowski; Weaving by Thorpe and Larson; Contemporary Hand Weaving by Overman & Smith; Anyone Can Weave by Wilson; Designing and Drafting by Frey; Macrame by Phillips; Hand Weaver and Craftsman Magazine.

Audio-Visual Aids None

Length of Course 20 hours

INDUSTRIAL

ALUMINUM ETCHING

JEWELRY MAKING 3949

Main Objective To interest students in the art of aluminum etching of art objects.

Specific Objectives Learning to create beautiful patterns in aluminum by etching and shaping objects from flat aluminum.

Methods Planning project, placing pattern, using jewelers etching tools and acid etching in pattern, finishing by buffing and sealing.

Text Book None

Bibliography 739 Metalcraft for Amateurs available in Port Charlotte Cultural Center Library, and Peter Manzoni, Beacon Press, Inc. 1936.

Audio-Visual Aids Discovering Line #2, 163 CIC and Discovering Perspective #2, 164 CIC

Length of Course 20 hours

CERAMICS JEWELRY MAKING 3949

Main Objective To encourage the creation of a work of art through ceramics artifacts in order to open up a world of creativity.

Specific Objectives To provide the opportunity to learn the proper use of materials, how to mix colors and the use of color wheel, detail work and to learn to paint design, and underglazing.

Methods Step by Step instruction on pouring slip, to clay molding, thru cleaning and glazing to finished product; demonstration by teacher of free hand; design on a section; placing pieces together to make a design; lace dip and drape for ceramic doll.

Text Book None

Bibliography Ceramic Design by John B. Kenny, Chilton Books, Philadelphia, Pa.

Audio-Visual Aids Creating with Clay CIC 1243 C 11 min., Japanese Handcrafts CIC 1332 C 11 min., Discovering Line in Art CIC 2163 C 17 min.

Length of Course 20 hours

CONTOURED GLASS JEWELRY MAKING 3949

Main Objective Creation of unusual and artistic works through this medium of our early American heritage.

Specific Objectives To provide the opportunity to learn the proper choice of materials, the decorative methods to produce desired results and the mending process.

Methods Demonstration of double and single strength glass, use of liquid and crushed glass, design work and molding processes under heat.

Text Book None

Bibliography Available in the Port Charlotte Cultural Center Library, on Contoured (Rounded) Glass: 748 MC American Glass, 748 L Ruth Webb Lee, 748 11 W. B. Honey.

Audio-Visual Aids None

Length of Course 20 hours

COPPER ENAMELING JEWELRY MAKING 3949

Main Objective Creating art objects of glass and copper combinations.

Specific Objectives Learn to use kiln, learn how to fire, make small trays, wall objects, etc.

Methods Teacher demonstrates cleaning, preparing of materials, build up and design.

Text Book None

Bibliography Enameling Principles & Practice by Kenneth F. Bales, published by The World Publishing Company; Porcelain: A Grosset All-Color Guide by Eileen Aldridge, published by Grosset & Dunlop; Creative Enamelling & Jewelry-Making by Katherine Zecklin, published by Sterling Publishing Co., Inc.

Audio-Visual Aids None

Length of Course 20 hours

DECOUPAGE

JEWELRY MAKING 3949

Main Objective To teach the 17th and 18th Century art of decoupage.

Specific Objectives To create purses, wall placques, jewelry or trinket boxes, large pictures, etc., through application of decoupage techniques.

Methods Piece cleaning, sanding, wood staining, antiquing, use of varnish and gold trim.

Text Book None

Bibliography Refer to Hobby Shops

Audio-Visual Aids None

Length of Course 20 hours

GENERAL PLASTICS

JEWELRY MAKING 3949

Main Objective To introduce and teach work in plastics as an interesting and use hobby.

Specific Objectives To learn how to make attractive and useful objects from plastics.

Methods Planning Project, Using Pattern, Pour Mold, Finish by Buffing and Polishing.

Text Book None

Bibliography Plastics by Simonds, Henry R., - Reinhold Pub., and Plastics by Spielman, Patrick E. - Milwaukee - Bruce Publishing Company.

Audio-Visual Aids None

Length of Course 20 hours

JEWELRY MAKING BASIC

JEWELRY MAKING 3949

Main Objective To create jewelry of pleasing design, to cut and polish semi-precious stones for jewelry frames.

Specific Objectives To learn the use of hand and machine tools, fundamentals of design; to perform hard and soft soldering; to remove oxidation; to polish metals; to color with chemicals; to make a bezel, to set a stone; to use a slab and trim saw; to grind, sand and polish stones; to learn the use of different types of abrasives, and to select the part of the stone to best advantage; to use the various types of polishing surfaces.

Methods Class demonstrations, individual instruction, use of monograph by instructors.

Text Book None

Bibliography Indian Silversmiths by Bent Hunt; How To Make Modern Jewelry by Martin D'Amico; Jewelry Making by Winebrenner and Enameling and Jewelry Making by Zechlin 739-15 739-B available in Port Charlotte Cultural Center Library.

Audio-Visual Aids None

Length of Course 20 hours

PHOTOGRAPHY

PHOTOGRAPHY & PHOTO FINISHING 3970

Main Objective To simplify the mechanics of picture taking and to increase the enjoyment of picture making.

Specific Objectives To improve the quality of photographs and to point out the proper use of equipment.

Methods Charts and animated devices are used; evaluation of student's efforts in photography; examples of good and bad photography are studied; use of Kodak illustrated lectures; opaque projector employed.

Text Book None

Bibliography None

Audio-Visual Aids A series of Kodak illustrated lectures are available and used each week.
Films: 770 Dan Headquarters, Daniels, Dan - Photography from A to Z., N.Y., Chilton Book, 1968, 142 p. illustrated; 771 Wel Headquarters, Wels, Bryon G., Electronics in Photography, Indianapolis, H. W. Sams, 1968, 128 p. illustrated; R 770.3 Headquarters, The Focal Encyclopedia of Photography (Fully revised) N.Y., Focal Pr., 1965, 2V, illustrated bibliography; 779 Car Headquarters, Photography - Artistic, Cartier - Bresson, Henri, The World of Henri Cartier Bresson, N.Y., Viking Pr., 1968, (16) 210 p. illustrated (A Studio Book); 778.9 S Photography - Shepard, Harriet, Posing for the Camera by Harriet Shepard and Lenore Meyer, Hastings House, 1960. Transparencies and tapes not used. The donation of more than 40 especially prepared charts on photography.

Length of Course 20 hours

PORCELAIN JEWELRY

JEWELRY MAKING 3949

Main Objective To provide an opportunity to learn to decorate and shape art objects and jewelry in the medium of porcelain.

Specific Objectives Process of painting patterns on porcelain, setting jewelry and learning proper use of color on porcelain.

Methods Choose and plan specific piece of work; plan design - either pattern or free hand; fire oils to maturity and set.

Text Book None

Bibliography Enameling: Principles & Practice by Kenneth F. Bales, published by The World Publishing Company; Porcelain: A Grosset All-Color Guide by Eileen Aldridge, published by Grosset & Dunlap; Creative Enameling & Jewelry - Making by Katherina Zechlin, published by Sterling Publishing Co., Inc., New York. All of the above available in Port Charlotte Cultural Center.

Audio-Visual Aids None

Length of Course 20 hours

RADIO AND TV SERVICE

RADIO & TV SERVICE 3978

Main Objective To use and repair of radio and TV sets.

Specific Objectives To give the opportunity to learn basic principles of electricity, principles of transmission, calibration of electronic test instruments and the reading of wiring diagrams.

Methods Demonstration of test equipment, determining cause of disorders, correcting disorders.

Text Book None

Bibliography
Eckland, E. Eugene 278 p. Repairing Record Changers, N.Y., McGraw, 1965
Radio Repairing by John T. Frye, Basic Radio Course, illustrated, Gernsback, 1951, 175 p.
Radio, Short Wave, Apparatus & Supplies, Robert Michael Brown, 101 Easy CB Projects, Indianapolis, H.W.
Television, Donald G. Fink, The Physics of Television, Garden City, N.Y., Anchor Books
Television Repairing, Robert Gordon Middleton, Solving TV Tough-dogs (2nd Edition) Indianapolis, Inc., H.W. Sams, 1966, 160 p., illustrated (A Howard W. Sams Photofact publication).
Television Repairing, John Markus, Television & Radio Repairing - McGraw, 1953, 556 p.

Audio-Visual Aids Films: Electromagnets - How They Work CIC 1004 C 11 min., and Elements of Electrical Circuits CIC 1006 B 11 min.

Transparencies: Schematic Symbols Visual #E-40 Various Symbols .75; Visual #E-41 Switches 1.25; Visual #E-45 Fixed Capacitors 1.25; Visual #E-46 Variable Capacitor .75; Visual #E-47 Vacuum Tube 1.00.

Inductance: Visual #E-53 Inductance Coil .75; Visual #E-56 Meter Movement 1.25; Visual #E-58 Using a VTVM 1.25.

Length of Course 20 hours

TECHNICAL AND HEALTH

NURSE'S AIDE

TECHNICAL & HEALTH 3002

Main Objective To train Nursing Aides leading to certification by the Board of Public Instruction.

Specific Objectives To give the student the opportunity to learn nursing care of the patient, the care of the patient's unit, the handling and serving of food, the care and use of equipment and supplies, recordkeeping and messenger duty.

Methods Study of the theory in the classroom and the practice of procedures (80 hours). Practical application of the theory and lessons learned - by supervising the students in local hospitals and nursing homes (100 hours).

Text Book Student Manual - Being a Nurse's Aide, Hospital Research and Educational Trust, Chicago, Ill.

Bibliography Nurses Aides, by Mary C. Abdallah - Saunders; Nurses and Nursing, American Red Cross Home Nursing - Doubleday; and Manpower for Health, Hospital Research and Education Trust.

Audio-Visual Aids Films: Have own film strips pertaining to Nursing Care Trainex Corp., Calif. Transparencies and tapes not used.

Length of Course 180 hours

PILOT GROUND TRAINING

AEROSPACE TECHNOLOGY 4042

Main Objective To qualify the student to pass the Federal Aviation Authority written examination for private pilots.

Specific Objectives For the student to understand the principles of flight, including the study of weather, navigation, aircraft and engine operation, flight instruments, aircraft performance, flight information publications, flight computer, radio communications, flight planning.

Methods A pre-examination is given and results used to prepare students for final examination.

Text Book Private Pilot's Handbook and Private Pilot Written Exam Guide from Federal Aviation Regulations.

Bibliography Port Charlotte Cultural Center Library: Aviation in the Modern World by Dutton; The Human Factor in Aircraft Accidents by Beatty; Listen - The Wind, by Anne Lindberg; Aeronautics-Safety Measures by Sterling.

Audio-Visual Aids Film: 1058 Theory of Flight B 11 min., I-S
Tape: History of Flight B-3A S-C-A 15 min.
Transparency: Story of Flight - Science Packet #29, $5.75 per set.

Length of Course 37 1/2 hours

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on Adult Education